



For your convenience, we have outlined some of our catering policies in order to better assist you with your function.

**Meeting Rooms:**

There is a base charge for each space if food is not being required.

**Private Space**

We reserve the right to move your function to a different room in order to accommodate the number of people involved if guest counts change.

**Menu**

Final menu selection and set-up requirements must be made at least two (2) weeks prior to your function. We require a 72 hour (2 business days) guarantee of the number of people who will be in attendance for all food and beverage functions. The customer is responsible for giving the guaranteed number to the catering office. If a guarantee is not given 72 hours in advance, we will use the estimated number stated in the original contract. The chef cannot guarantee the quality of food served more than ½ hour late. Due to license restrictions, remaining banquet food stays with the facility and is used at the discretion of Kitchen Management.

**Tax and Service Charge**

Food and beverage selections are subject to an 18% service charge and applicable tax.

**Outside Food and Alcohol**

No food or beverage items are permitted to be brought into the facility. The only exception would be special “theme” baked goods, such as wedding cakes. Please contact our catering department for prior approval.

**Cancellation of a Definite Booking**

In the event of a cancellation, the applicable rental charge for the space reserved for your function will be due immediately.

**Payment**

All events must be paid at the conclusion of the function unless prior credit arrangements have been made. Deposits are required on all group functions at the time of the booking. Deposits range from \$150.00 to \$500.00 and are not refundable upon cancellation.

\_\_\_\_\_  
Melvin's Staff Signature                      Date

\_\_\_\_\_  
Guest Signature                                      Date